# Attendance:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Company** | **Name** | **Company** |
| Jim Grasser | Cingular Wireless | Brigitte Brown | TeleCorp PCS |
| Anne Cummins | AT&T Wireless | Gary Sacra | Verizon |
| Gustavo Hannecke | NeuStar | Gene Perez | TSI |
| Marcel Champagne | NeuStar | Rosemary Emmer | Nextel |
| Ron Steen | Bell South | Ron Stutheit | Evolving Systems |
| Jean Anthony | Telecom Software | Jeff Adrian | Sprint PCS |
| H.L. Gowda | AT&T | Sheryl Mills | Dobson Cellular Systems |
| Karen Mulberry | WorldCom | Chris Duckett-Brown | Verizon Wireless |
| Maggie Lee | Illuminet | Stephen Addicks | WorldCom |
| Jason Lee | WorldCom | Julie Neumann | AT&T Wireless |
| Patrick Lockett | Sprint | Gene Johnston | NeuStar |
| Jan Dempsey | Illuminet | Charles Ryburn | SBC Wireline |
| Robert Jones | U.S. Cellular | Colleen Flury | AT&T Wireless |
| Liz Coakley | SBC Wireline | Stacy Murray | Sprint PCS |
| Charlotte Holden | U.S. Cellular | Mary Briend | Sprint PCS |
| Participants Via the Conference Bridge: |  |  |
| Dave Cochran | BellSouth | Denny Rose | CHR Solutions |
| Mark Wood | Cingular Wireless | Samatha Mayo | Alltel |
| Dave Garner | Qwest  | Stephen Hallbauer | CHR Solutions |
| Sheryl Garner |  | Jeff Adrian | Sprint PCS |
| Lonnie K. | AT&T Wireless | John Maylar | Telcordia |
| Rick Jones | NENA |  |  |

# Meeting Minutes:

Introductions and Agenda Review

Introductions were made and the agenda reviewed.

Approved Minutes from Previous Months

Team approved the August and October minutes.

Introduction of New Business Items:

Note: Team members who wish to introduce a new business item at a future WNPO meeting will need to complete a WNPO Contribution Form and provide it to the co-chairs for distribution to the team prior to the meeting. **ACTION:** Jim G. to email out the WNPO Contribution Template to the team and place in on the NPAC website.

1. Additional Initial Vendor Letters – More Product Types & Vendors





Discussed and modified a draft of an initial letter that could be sent to other vendors with different product offerings, and the team approved. Team agreed that the letters should be sent out on 11/19/01 and that responses should be requested by 12/5/01.

Discussed new vendor types to whom the WNPO should consider sending initial vendor letters requesting their input on their plans to support wireless number portability. Letters have already been sent to Switch, Short Message Service, HLR, E911, STPs, and Operator Services. The different types of vendors discussed include: Billing/Roaming Clearinghouse, Provisioning / Mediation Systems, Point of Sale, Customer Care Systems, Prepay, Voicemail, Handset Vendors, Data Services, OTAF, Directory Assistance, Roadside Assistance, Handset Insurance, Fraud Systems, and CALEA. Some service providers wanted the WNPO to send out the letters as they are not hearing responses from the vendors with respect to their product plans and timelines as they relate to their ability to support wireless number portability. Those service providers indicated that without the ability to support some of these services for ported customers, that would lead to discrimination between ported and non-ported customers where existing service/feature options would be available to non-ported customers, while they would not be able to support those same existing service/feature options for ported customers.

Concerns were raised regarding antitrust issues. The team decided to ask Mike Alshul at CTIA to provide guidance on which product/vendor types should not be contacted by the WNPO due to antitrust issues.

**ACTION:** Jim G. to request guidance from Mike Alshul at CTIA as to which vendor types the WNPO can contact without causing any antitrust concerns.

**ACTION:** Team to email to Brigitte B. (at bbrown@telecorp1.com) by noon eastern on Friday November 16th, vendor name, product type, vendor contact name, and vendor address for initial letters to additional vendors.

**ACTION:** Brigitte B. to send out a blank vendor list matrix so that service providers can input their vendor information.

**ACTION:** Brigitte B. to send letters on 11/19/01 to the vendors specified by the WNPO team that have been approved by Mike Alshul at CTIA.

1. WNPO Decision/Recommendation Matrix

The team approved the WNPO Decision/Recommendation Matrix.

Sprint raised concerns from a wireless perspective regarding item 0001 in the decision/recommendation matrix which relates to wireless service providers setting the SV create timestamp to zero for inter-species ports. The concerns included:

* If there are many activates with the same time stamp of 00:00, they would all be sent out at once and that this surge of activates could created peakedness at the NPAC and could possibly create capacity issues at the NPAC.
* For wireline to wireless ports, it will make Sprint’s end-user wait a longer period of time for the port to complete. This is due to how Sprint’s system automation is setup.

**ACTION:** Patrick L. to write up the different problem scenarios with setting the SV create timestamp to 00:00 for inter-species porting for discussion at the December meeting.

**ACTION:** Brigitte B. to note on the WNPO Decision/Recommendation Matrix under item 0001 that Sprint has raised some concerns that need to be addressed.

**ACTION:** Jim G. to post the updated WNPO Decision/Recommendation Matrix on the NPAC website.

1. Action Items from NANC:
	1. Develop a Revised Wireless Number Portability Implementation Timeline

Reviewed a draft revision of the implementation timeline and a corresponding narrative (see attachments above). The team approved these documents with the inclusion of the following changes:

* + 1. **ACTION:** Change the NPAC turn-up testing colors on the timeline to reflect that it is a SP activity (not an industry activity). (Jim Grasser & Brigitte Brown)
		2. **ACTION:** Change the functional specifications due date in the timeline to 1/02. (Jim Grasser & Brigitte Brown)
		3. **ACTION:** Change the availability of vendor products in the timeline to 12/01. (Jim Grasser & Brigitte Brown)
		4. **ACTION:** Change the inter-carrier testing end date to 9/16/02. (Jim Grasser & Brigitte Brown)

Team discussed that the timeline and narrative specifically address porting. The team wants to identify how the changes in the porting timeline might affect pooling testing dates as the industry prepares for rollout on 11/24/02. There is a need to identify a practical way of implementing pooling by 11/24/02. The WNPO requested that the WTSC put together a timeline for pooling testing, and specify if the pooling testing time requirements differ from those identified for portability. The WTSC indicated that about 25% of the Inter-Carrier Test Plan relates to the Inter-Carrier Communication Process (ICP) and about 75% of the tests are test calls for validation of pooling and porting.

**ACTION:** The timeline for pooling testing will be added to December’s WNPO meeting agenda.

**ACTION:** The WTSC will provide a pooling testing timeline contribution to the WNPO for the December WNPO meeting. (Mark Wood)

**ACTION:** Jim G. will email Mark W. with a list of specific questions that should be covered in the WTSC contribution.

* 1. WNPO to Send a Letter to the FCC

Finalized and approved the revised implementation timeline and narrative with the modifications specified in a previous section above.

There are 72 carriers in the Top 100 MSAs – the WTSC could only find addresses for 40. Have only received 2 responses from the SP letter that was sent out by the WTSC.

Reviewed, revised, and approved the letter from the WNPO to the FCC and the attachments (7) listed below. **ACTION:** Co-chairs will send out the letter and attachments to the FCC as soon as it is confirmed that the letter from the NANC was sent to the FCC.

* Revised timeline (attached in a previous section) with the changes discussed in the meeting.
* Narrative to accompany the timeline (attached in a previous section) with the changes discussed in the meeting.
* Draft letters (versions A & B) from FCC to vendors (2nd mailing to vendors who received the initial mailing from the WNPO).
* Vendor list – indicating which vendors should receive letter version A and B from the FCC.
* Draft letter to non-participating service providers (2nd mailing to service providers who received the initial mailing from the WNPO).
* Non-participating service provider list.



5) Order Exchange Between Wireless and Wireline Companies – Liz Coakley, SBC

**ACTION:** Liz Coakley to prepare a contribution for the December meeting on Order Exchange between wireless and wireline companies.

The need for clarification on the type of information that would be exchanged between wireless and wireline carriers was introduced.

* Need to clarify what data the wireless carriers will provide during a port-out from wireline to wireless.
* Wireless carriers would submit an LSR.
* Need to review the individual fields of the LSR that should be submitted.

6) Extending WNPO Meeting Timeframes

Due to the WNPO’s full agenda, the team reached agreement that the WNPO meetings will start Monday mornings at 8:30am (local time) for December 2001 and January 2002. In January the team will reassess whether future meetings should occur at that time.

On a case-by-case basis, ad hoc conference calls will be setup to address specific issues. Team also discussed that subcommittees could be setup to handle certain items.

7) OAA (Over the Air Activation) Standards Contribution - TeleCorp PCS

TeleCorp withdrew this contribution. There is a UWCC document available which addresses the interim standards for over-the-air activation which will be reviewed to determine whether it sufficiently addresses OAA.

8) NPAC's Readiness for Wireless Portability - Patrick Lockett

Team decided that this would be rolled into the tuneables discussion.

Following are questions that were raised and comments made on this topic:

* How much it will cost to support wireless number portability and having phone lines staffed at the NPAC 24hours/day? Would there be an additional charge from NeuStar? The WNPO already submitted request for support.
* In response to concerns expressed over increased charges for extended Help Desk operating hours, Steve Addicks (WorldCom) pointed out that one should not assume there necessarily is an additional charge for extended Help Desk operating hours due to wireless porting. This is because the Help Desk is largely funded by porting transaction charges and this revenue stream is increased by the same activities driving the need for longer Help Desk operating hours.
* Sprint performed a week-long study which shows that 40% of all activations happened outside the 7am to 7pm timeframe. Midnight to 7am accounted for 5.5% of activations.

9) Re-homing Wireless Codes in an LNP Environment – Patrick Lockett & Jeff Adrian

Sprint indicated that performing re-homes in order to move cell-sites and NXXs could affect many thousands of subscribers all at once (e.g., 150,000 at one time). This raised concerns with having to make many changes with the NPAC during one maintenance window, and whether this might pose problems at the NPAC with having to change all the LRNs for the affected subscribers.

Sprint proposed the idea of re-homing MBIs instead of NXXs. When MDNs and MBIs do not match, you have more control over MBI blocks, rather than MDNs. This would require porting activity involving the NPAC, and Sprint questioned whether this would pose problems for the NPAC, or for LSMSs.

NPAC release 3.1 will handle about 28 TNs per second. However, with LSMSs that could not accommodate EDR, it could affect the performance of the NPAC, because it would slow down the NPAC downloads to the LSMSs.

Sprint’s reasoning behind the idea of re-homing MBIs instead of NXXs is to be able to prevent the scattering of MBIs. With an integrated HLR, or multiple standalone HLRs, the roaming tables for 6 digit global title would be disrupted (this problem may not manifest itself when using a single standalone HLR). In an effort to not disrupt the MIN Block, the suggestion is to re-home all MDNs that are associated with a specific MIN Block, instead of moving all MSIDs associated with a specific MDN NXX.

A team member commented that carriers could not perform an NXX re-home and then simply reassign MDNs to new MBIs, because it would require the handset to be re-programmed.

**ACTION:** Sprint to put together a contribution for the December meeting on the issues and a recommended solution on Re-homing Wireless Codes in an LNP Environment (note: include a description of the snapback issues). (Patrick Lockett & Jeff Adrian)

**ACTION:** All service providers to discuss Re-homing Wireless Codes in an LNP Environment with their company and be prepared to discuss it at the December meeting.

Update from the WTSC (Wireless Testing Sub-Committee)

Following is a summary of the last WTSC meeting the week of November 5th in Atlanta:

* Reviewed 911 test cases to be added to the test plan.
* Will incorporate testing with numbers that are traditionally wireline numbers.
* Cause Code 26 Discussion:
	+ A team member mentioned that wireline switches have “NP Reserve” software to handle cause code 26, and asked whether is it a requirement for wireless carriers to have similar software? This member indicated that vendors are inconsistent in their responses.
	+ Another team member mentioned that work is ongoing in TR45.2 for cause code development. However, it is focusing on HLR standards, not MSC standards.
	+ **ACTION:** Jim Grasser to obtain the TR45.2 write up on Cause Code 26 requirements from Anne Cummins, and email it out to the WNPO.
* Reviewed guidelines for inter-carrier testing. The WTSC is working on providing more detail in the guidelines.
* Inter-carrier testing for each region will be 6 weeks in duration, with 3 weeks in between regions.
* The WTSC would like to present to the WNPO and LNPAWG in January to obtain testing dates from wireline carriers.
* Inter-carrier testing will begin after the rollout of NPAC release 3.1 in each region, and is scheduled to end by 9/16/02.

**ACTION:** Draft a letter to the LLC on behalf of the WNPO to request that they not change the order of the NPAC release 3.1 regional rollout schedule. A conference call will be setup to review this letter before it is sent out. (Jim Grasser)

Update from NeuStar

NPAC testing updates: No changes since last month – no new updates. Presently no NPAC testing is being conducted.

Following is the rollout schedule for release 3.1:

* 2/11/02 – Northeast
* 3/11/02 - Western
* 3/25/02 - Southwest
* 4/8/02 - West Coast
* 4/22/02 – Mid-Atlantic
* 5/6/02 – Southeast
* 5/20/02 – Mid-West

NAPM LLC Action Items and Model for Forecasting Throughput

The team reviewed the contribution from Anne Cummins and Anna Miller, which included the completion of the following action items with respect to modifications to Attachment A of the Exhibit N liaison letter (describing the transaction rate / TNs per second) sent out around February 13, 2001:

1. Provide estimates for each region (not just the West coast region). - COMPLETED
2. Review the 20% growth rate to ensure that it is still reasonable over the next 4 or five years. – COMPLETED - Used 27.2% for 2001, then 20% for 2002 through 2006.
3. Include one additional year in the estimates (2006). - COMPLETED
4. Develop a second set of estimates for 2003 through 2006 to assume all wireless codes are open for porting even outside the Top 100 MSAs. – The contribution made the assumption that all codes were open for porting.

Other assumptions/clarifications discussed include:

1. Clarified that this model is an indication of throughput, not NPDB capacity. When calculating the throughput, assumptions were based on the busy months of the year to provide a worst-case scenario.
2. Fill rate started at 60% (since cannot order codes without meeting the 60% utilization requirement) then increased by 5% each year until 75% was reached.
3. Churn started at 30% in 2001 and moved up to 50% in 2003 based on comments filed by Ascent that in certain international examples of portability the churn rose to 50%.
4. Portable TNs = the number of TNs assigned to carriers which are open for porting (not the number assigned to subscribers).

A team member brought up a concern that numbers included in this throughput contribution varied substantially from the numbers included in the NPDB capacity model discussed at the October meeting (e.g., throughput model indicated 11.2M annual ports in 2003, the NPDB capacity model indicated 1.6M ports in 2003). Following are the action items to address this concern:

* **ACTION:** Gene Johnston to provide data from growth rate studies and site the source of the data (believed to be the CTIA Semi-Annual Wireless Industry Survey 2000).
* **ACTION:** Anne Cummins to revise the model with lower growth rates based on the data provided by Gene Johnston.
* **ACTION:** Anne Cummins to base national growth rates on actual wireless subscribers and provide a sanity check against the NPDB capacity model.

Draft Project Management Process for Type 1 Trunk Conversions – Ron Steen:

Team discussed the contribution from Ron Steen (attached above) addressing the proposed project management process for Type 1 trunk conversions. Following are some of the items discussed:

* For Type 1 to Type 2 number changes companies are actually doing a wireline to wireless port.
* There are risks involved with the conversion which requires taking apart the DID in the switch, removing the numbers to be converted, and changing the switch translations.
* Proposal is to adopt a recommended overall project management approach to converting Type 1 numbers, in an effort to minimize the risks associated with those activities. The detailed procedures should be arranged between the two service providers that are affected. The proposal also requests that the WNPO recommend that: a) the hi-level project management process be followed and that b) carriers not perform port-ins for Type 1 numbers one at a time. Overall, the WNPO was in general agreement within the proposal.
* The recommended process only applies when dealing with less than a full NPA NXX. This should be reflected in the title of the document.
* **ACTION:** Modify the document to cover the need to open codes as portable. (Ron Steen). If it is not a dedicated full NPA NXX, the LEC should mark the codes as portable in the LERG. If it is a dedicated full NPA NXX, then the wireless carrier should open the code for porting after the transition is complete. Some team members cautioned that while a carrier may think that an NPA NXX is dedicated, some of the numbers might actually be wireline numbers.
* Type 1 number porting can occur during the soft launch timeframe if wireless and wireline carriers can support it. Calls could not complete properly until the wireline translations are completed. Bell South will not be able to support this prior to 11/24/02. SBC is looking into the possibility of supporting this at the beginning of the soft-launch.
* Alltel brought up an issue related to snapbacks. It was indicated that the numbers should be pooled, not ported, otherwise the numbers would snapback to the wireline carrier. However, pooling can only take place for a full 1,000 block. If there is not a full 1,000 block, the numbers would have to be ported and the wireless carriers would lose the numbers over time due to snapbacks. This issue needs to be addressed further and consider the options for going about the conversion using pooling. INC is looking into whether the numbers can be marked in the LERG without going through the Pooling Administrator. **ACTION:** Track this as a WNPO issue since it is an operations issue. (Brigitte Brown)
* **ACTION:** Team to email Ron Steen with any further questions or new items that need to be considered.
* **ACTION:** Ron Steen will take back questions and comments discussed at the meeting, or provided via email, and come back with responses and revise the process accordingly.
* **ACTION:** Ron Steen will add a narrative to accompany the diagram and touch on more of the details.

Risk Assessment Document Overview:

As indicated by the agenda, the in-depth review of the Risk Assessment document was held the evening of 11/12/01. The contribution from Anne Cummins, a re-organization of the document, was adopted. Each section was reviewed, with the exception of Care, E911, and Recommendations. **ACTION:** Brigitte Brown to send out the updated Risk Assessment document with the revisions made on 11/12/01 (see attachment below). **ACTION:** Team to review the document and send contributions in for any items that may be missing.

Wireless Bonafide Request Form (BFR) & Clearinghouse Process:

Team discussed the document attached above. Given the short period of time left before the requests to open codes take place in February of 2002, the team agreed that a vendor solution could not be put in place before that time and that as an alternative a documented BFR checklist needs to be identified that carriers can follow beginning in February. It was decided that the BFR checklist would be created so that it can be used for both inside and outside of the Top 100 MSAs. **ACTION:** Setup a conference call to create a document to serve as a checklist for requesting codes to be opened then submit to the team for comments. This document will then be posted on the NPAC website and sent to CTIA to be posted on their website and for distribution to their members. (Jim Grasser, Anne Cummins, Jeff Adrian, Patrick Locket, & Brigitte Brown)

A team member asked whether we could assume that all codes within the Top 100 MSAs would all be opened at once without having to wait for requests. However, this would present issues if there were any carriers within the Top 100 MSAs that were not LNP capable. Additionally, team members commented that since there are very few carriers that attend the industry meetings carriers should explicitly request for other carriers’ codes to be opened for porting to ensure they are aware of the need.

Methods to announce that codes are scheduled to be open for porting include opening codes in the LERG with effective dates of 11/24/02, or to announce it in the NPAC.

Updates to the WNPO Issues & Action Items List:

Discussed updates to the WNPO Issues & Action Items List. Attached below is the updated version based on the November discussions.

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Other Items:

1. **ACTION:** Put together a draft document addressing what activities can take place during the soft-launch timeframe (e.g. intra-SP ports for contaminated numbers and Type 1 trunk conversions). This list should be referenced in the WNPO Decision/Recommendation Matrix. (Jim Grasser & Brigitte Brown)
2. **ACTION:** Team to review past meeting minutes and determine which past decisions need to be included in the Decisions/Recommendations Matrix.
3. ICP will utilize Corba. A fax would be considered a complex port.
4. Issue # 0019 – Sprint indicated that current documented SMS standards are not adequate. **ACTION:** Patrick Locket to provide a contribution indicating the SMS standards inadequacies and concerns for discussion at the December meeting.
5. Issue #0021 - **ACTION:** All wireless service providers to determine what type of activities occur from 7pm to 7am and on Sundays.
6. Issue # 0026 - **ACTION:** HL Gowda to site document that states the goals for the LSMS (e.g. 15 minutes for NPAC download).
7. Issue #0031 - **ACTION:** Gustavo to check with Barry Bishop on his findings from discussion with the FCC on the definition of the Top 100 MSAs for pooling and porting.
8. Meeting schedules:
	1. Note: AT&T Wireless is now hosting the May 2002 meeting (instead of the March meeting).
	2. **ACTION:** Jim Grasser will request that the LNPAWG move the February meetings back to the week of February 4th. No objections by the WNPO. The WTSC will be meeting that week on Tuesday afternoon and Wednesday morning.
9. In order to get through the Risk Assessment document, an evening review session will be setup at the December WNPO meeting.
10. Any items on the agenda that were not addressed will be moved to the following month’s agenda.

# Next Meeting:

 **December 10th (8:30am – 5:00pm (central time) and December 11th (8:30am – 12:00pm (central time) -- New Orleans – hosted by NeuStar**

# Future Meetings:

WNPO Dates: Location & Host:

January 7 – 8 Orlando, FL - Cingular Wireless, host

February 11 – 12 OPEN

March 4 – 5 OPEN

April 8 – 9 Kansas City, MO - Sprint, host

May 13 – 14 Redmond, WA - AT&T Wireless, host

June 10 – 11 OPEN

July 8 – 9 OPEN

August 12 – 13 Vancover, BC - Canadian Consortium

September 16 – 17 Baltimore, MD - Verizon

October 14 – 15 Denver, CO - ESI

November 11 – 12 OPEN

December 9 – 10 OPEN

\*Note the change in the month that AT&T Wireless is hosting the meetings.

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